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ABSTRACT

This summary sheet of a survey administered to government documents librarians during visits to 17 large research libraries throughout the United States in 1977 presents the tabulated responses to each question on a copy of the survey instrument. The questions were intended to gain knowledge of present library facilities and collections so the prospective planner of new or remodeled libraries can be alerted to the special characteristics and problems of government documents collections. Some of the specific topics covered include work space for processing documents; location and size of collection; reception and user areas; microforms; staff offices and work areas; record keeping; and size of facilities. (JPF)

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SUMMARY OF RESPONSES CONCERNING PLANNING SPACE FOR GOVERNMENT DOCUMENTS COLLECTIONS IN LARGE RESEARCH LIBRARIES

by

Catharine J. Reynolds

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Responding Library:

SUMMARY SHEET
1977

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PLANNING SPACE FOR GOVERNMENT DOCUMENTS COLLECTIONS IN LARGE RESEARCH LIBRARIES

Objective: The questions are intended to gain knowledge of present facilities to indicate the preferences of government documents librarians who have the opportunity to plan new facilities or remodel existing ones.

A. THE GOVERNMENT DOCUMENTS COLLECTIONS IN THE LIBRARY

1. Does your library have a separate government documents collection?

46 Yes 2 No 29 Predominantly separate

a. If the answer is no, has your library considered establishing one? 2 Yes ____ No.

If the answer is no, you need not complete the questionnaire; however, your comments on any part are welcome.

b. If the answer to question 1 is yes, which of the following types of documents does it include?

77 Federal
47 State
29 Foreign
51 International

29 government maps (USGS quads, etc.)
29 technical reports (NTIS, etc.)
29 local (city, county, etc.)

c. Does your documents section provide space and services for sizable collections other than official publications and government sponsored research? Check all applicable.

19 Non-governmental microforms
11 Non-governmental maps
5 vertical file
* other (specify)

* legal (2); newspapers (1); Rand (1); college catalogs (1)

2. What is the approximate size of your collection of documents?

5 under 100,000 items
21 100,000-300,000
12 300,000-500,000
29 over 500,000

3. What is the size of your documents staff? Please indicate fulltime equivalents.

professional ____ FTE; libr.		support ____ FTE;		student ____ FTE	
less than 1	4	less than 1	1	less than 1	9
1 - 1.5	31	1 - 1.5	16	1 - 1.5	25
2 - 2.5	9	2 - 2.5	22	2 - 2.5	14
3 - 3.5	18	3 - 3.5	14	3 - 3.5	5
4 - 5	11	4 - 5	12	4 - 5	5
more than 5	3	more than 5	9	more than 5	4

4. Where are the following public services provided for the government documents collections? Answer each one.

a. documents reference	65	in Gov Docs	3	elsewhere	6	both
b. telephone reference	63	in Gov Docs	2	elsewhere	8	
c. interlibrary loan	15	in Gov Docs	47	elsewhere	9	
d. computer-based reference	11	in Gov Docs	37	elsewhere		
e. circulation	36	in Gov Docs	23	elsewhere	6	
f. reserve collection (for course readings)	21	in Gov Docs	34	elsewhere	7	

B. LOCATION

1. Where is the principal documents area located? Answer each one.

a. In the main library	73	Yes	1	No
b. Near the main entrance	16	Yes	52	No
c. Near the public catalog	14	Yes	53	No
d. Near the main circulation desk	12	Yes	56	No
e. Near the General Reference Dept.	16	Yes	51	No

f. Other (please specify) microtext area, newspaper area, reserve reading room, social science division, general stack area

2. If the Documents area were to be relocated, what importance do you attach to the following locations. Answer each question.

a. Location in main library	70	important	1	not important
b. Near main entrance	18	important	47	not important
c. Near public catalog	30	important	38	not important
d. Near circulation desk	6	important	60	not important
e. Near General Reference Dept.	56	important	13	not important

3. Is the principal documents collection on one floor level?

52 Yes 22 No

a. If the answer to question 3 is no, are other levels continguous?

10 Yes 12 No

b. If the documents area were relocated, would you object to its location on more than one level?

50 Yes 20 No

4. If the documents area is not on the main floor of the library, can it be reached by passenger elevator?

56 all levels 2 main level only 5 no elevator 3 part

5. Are you satisfied with the location of the documents area?

36 Yes 29 No 7 with reservations

a. If the answer to question 5 is no, why not?

19 hard to find 13 physically unattractive
___ other (specify) too small (10); too far from Ref. (4); divided facilities (4); collections in unstaffed area (3); poor aproach (2); heavy traffic (2).

6. Was the present space for the government documents area designed for this function prior to construction of the library building?

18 Yes 50 No

C. RECEPTION AND USER AREAS

1. Does your library have a special Documents Reference/Reading area? 62 Yes 12 No

2. Does this area have a controlled entrance and exit? 9 Yes 59 No

a. If the answer is yes, please specify type (turnstile, etc.) turnstile; single entrance approach (lockable)

b. If the answer is no, would you like to have a controlled entrance and exit. 20 Yes 32 No

3. Please indicate the groups of materials and other items located in your present Documents Reference/Reading area. In the second column indicate those desirable if sufficient space.

a.	Reference desk	61 present	5 desirable (if not already present)
b.	Circulation desk	34 present	5 desirable
c.	Ready Reference collection	62 present	5 desirable
d.	Non-governmental reference books (CIS, etc.)	66 present	4 desirable
e.	Technical report indexes (GRI, etc.)	40 present	17 desirable
f.	Government catalogs & indexes (MC, etc.)	67 present	4 desirable
g.	Census & other heavily used reference books	60 present	11 desirable
h.	Current periodical display area	23 present	31 desirable
i.	New book shelf	26 present	30 desirable
j.	Display case	22 present	29 desirable
k.	Bulletin board	36 present	22 desirable

4. How many seats for readers are provided in your present Documents/ Reading area? Indicate number for each type of seating.

___ seats at tables ___ assigned carrels
___ unassigned carrels ___ assigned lockable private studies

Tables: 1-25 (27 libraries); 26-50(18); 51-75(10); 76-100(3); over 100 (3)
Carrels unas. 1-25(24 libraries; 26-50(5); 51 or more(2)
Carrels ass. 1-19(2); over 20(2); Studies: 1-19(6); over 20(3)

4a. Tables for 1: 1-10(11 libr.); 11-20(4);more than 20(2)
Tables for 4: 1-10(32); 11-20(13);more than 20(3)
Lounge chairs: 1-5(16); 6-10(6); more than 10(3)
Carrels, unas.: 1-10(18); 11-20(9); 21-30(4); more than 30(5)
Carrels, as.: 1-10(9); 11-20(2); more than 20 (2)

Studies, lockable: 1-10(11); more than 10(1)

a. If you were redesigning the Documents Reference/Reading area, how many of each type of seating would you include?

___ tables for one	___ carrels, unassigned
___ tables for four	___ carrels, assigned
___ lounge chairs	___ assigned lockable private studies

5. What other user facilities are offered in the Documents Reference/ Reading area? In the second column, indicate if desired.

a. instruction room	11 present	28 desired	(if not present)
b. group studies	9 present	28 desired	
c. typing area	14 present	23 desired	
d. microform reading area	41 present	27 desired	

e. other (specify) outlets for calculators (3); One or two libraries specified photocopy machine in docs. section; map tables, light table (maps); multi-purpose and blind user room

D. MICROFORMS

1. Do you house government documents microforms with the Documents area?
48 Yes 13 No 14 part

a. If you do not now keep government documents microforms in the Documents area, will the projected GPO micropublishing program change your policy? 16 Yes 8 No

b. Do you house microform copies of government sponsered technical reports (NTIS and others) within the Documents area?
21 Yes 45 No 6 part

2. How many microform viewers and reader/printers of all kinds do you keep in the Documents area? In the second column, specify the number you consider desirable.

none	12 present	___ desirable
1-5	45 present	21 desirable
6-10	7 present	7 desirable
over 10	8 present	8 desirable

3. How do you store microforms in the Documents area?

roll film	12 shelves	23 cabinets	6	both	
microfiche	8 shelves	46 cabinets	5		
opaque	31 shelves	3 cabinets	4		

a. What type of storage do you prefer if you had a choice?

roll film	10 shelves	45 cabinets	1	both
microfiche	1 shelves	63 cabinets		
opaque	29 shelves	18 cabinets	4	

4. Is your microform storage open to the public?

roll film	33 Yes	17 No	1 part
microfiche	42 Yes	23 No	
opaques	33 Yes	17 No	

5. Does the Documents microform area provide the following?

a. reduced lighting	30 Yes	33 No
b. space for typing	10 Yes	52 No
c. carrels of a proper height and design for reading	23 Yes	39 No
d. fiche to fiche copier	9 Yes	51 No

E. HOUSING THE COLLECTION

1. Where are the principal Documents stacks located? Answer each one.

a. close to the Documents/Reference Reading area.	65 Yes	6 No	1 part
b. same floor level as the Documents Reference/ Reading area	50 Yes	9 No	6
c. more than two floor levels apart	6 Yes	42 No	1

2. Are you satisfied with the location of the Documents stack areas?
53 Yes 18 No 3 part

a. If not, list reasons (too far from staff areas, etc.) Too small (9); Too far from staff areas (9); divided areas (4); Other reasons mentioned by one or more libr: open (want closed); closed (want open) physical problems (leaks, etc.); no user space.

3. Are the main document stacks open to the public?
51 Yes 22 No

a. If you had a choice, which would you prefer?

28 open stacks	9 closed stacks
21 mostly open	15 mostly closed

4. Does your stack area include the following? Answer each one.

a. reshelving area	51 Yes	17 No
b. return shelves throughout the stacks	17 Yes	53 No
c. user seating (carrels, etc.)	41 Yes	32 No
d. pullout reference shelves	8 Yes	66 No
e. passenger elevator (if more than one floor)	26 Yes	22 No
f. booklift (if more than one floor)	10 Yes	37 No
g. extra wide shelving throughout	13 Yes	53 No
h. divider shelving	32 Yes	39 No
i. extra wide for oversize materials	33 Yes	33 No

5. What type of storage do you use for the following? Answer each one.

a. Congressional bills	* 34 shelves	24 vertical files
b. Congressional documents and reports	* 61 shelves	9 vertical files
c. army regulations	* 42 shelves	5 vertical files
d. Federal specifications	* 44 shelves	5 vertical files

*Includes boxes or Princeton files on shelves.

6. Do you use any non-conventional type of storage?

1 Yes 74 No

a. If the answer is yes, please specify kind. (mechanized, etc.)
One library used drawer type book shelf units. No libray reported use of mechanized storage such as the RAndtriever or tracked storage such as Compactus.

7. If only part of your stacks are closed, what types of materials do you keep there? Exclude microforms.

11 a. rare books
6 b. looseleaf compilations
8 c. collections in sheet form (OAS, UN, etc.)
6 d. unclassified materials
4 e. undersized pieces
12 f. items subject to theft
___ g. other (please specify) Serial set; unbd. materials including Congressional; low usage items.

F. STAFF OFFICES AND WORK AREAS

1. Do you have a separate technical processes work room for receiving and processing new acquisitions? 60 Yes 15 No

2. What activities take place in the work room? Answer each one.

71 a. unwrapping mail
71 b. unpacking boxes for packing
59 c. sorting gift collections and checking in
70 d. cataloging new materials (include by Sudocs class)
59 e. typing catalog cards
33 f. mending
63 g. marking
37 h. labeling (Selin or other)
68 i. checking shipping lists
2 j. keypunching and/or worksheets
48 k. typing purchase requests and claims
16 l. bill paying
12 m. interlibrary loan
20 n. reserve book preparation
27 o. preparing overdue notice
3 p. computer terminal for cataloging activities
* q. other (specify)
5 binding preparation

* One or more libraries mentioned weeding, storage processing, microform processing, correspondance, telephone reference.

3. How many work stations for full or part time staff are in your present workroom? 24 three or less; 16 4-5; 14 6-8; 15 more than 8.

3. a. How many work stations would be desirable? _____
Less than 3(13 libr.); 4-5(14); 6-8(17); more than 8(9)

4. Does the Documents work room include the following?

a.	hold shelves for unprocessed material	67	Yes	4 No
b.	supply storage	65	Yes	6 No
c.	vertical files	39	Yes	32 No
d.	sink	13	Yes	54 No
e.	staff lockers	18	Yes	51 No
f.	coat racks	49	Yes	19 No
g.	tables for unwrapping mail	58	Yes	13 No

5. Do staff members serving the public have a desk and work space away from the public to use when not at the Reference desk?

48 Yes 18 No 3 part of staff

a. If so, is this the same work room as in questions 1 to 4?

44 Yes 12 No

6. Does the Head Documents librarian have a private office?

40 Yes 34 No

a. If so, where is it located? (Answer each one)

6 next to public area (only) 16 near both public and
17 next to staff work areas staff areas
3 other location (please specify) away from documents area (shared with Central Reference); near Central Information Desk.

b. If the Documents area were to be redesigned, what importance would you attach to the location of the head's office?

a.	entrance area	18	important	44 not important
b.	near public area	58	important	12 not important
c.	near staff work areas	66	important	5 not important

G. RECORDS

1. What records are kept for the documents collections? Answer each one.

a.	17	public catalog	11 selected
b.	28	departmental card catalog	4
c.	49	shelf list (Sudocs)	2
d.	10	shelf list (Dewey or LC)	4
e.	28	(or current checking file)	
f.	23	serials book catalog	
g.	60	GPO selection item cards	
h.	____	other; please specify	Agency file (8); title file (8); serials record (7); Ref/inf. file (4); order file (3). One or two libraries specified a separate binding record, numerical correlation file, keyword file (state publ.) reserve record and proof card file.

2. If your principal record is a Sudocs shelflist, is it open to the public? 32 Yes 17 No

H. MISCELLANEOUS (all documents areas)

1. Does the Documents area have the following? (answer each one)

a. Outside windows (in people areas) 49 Yes 20 No.

b. Good lighting (high quality lighting fixtures; minimum of 50 lumins. 61 Yes 10 No

c. Staff talking areas (reference, etc.) isolated accoustically from reading areas. 18 Yes 53 No

d. Sound control adequate to reading room sound levels? 22 Yes 46 No

e. Ventilation equivalent to 8 turnovers of air per hour. 49 Yes 11 No

f. Heating to provide temperature ranges from 65-70 degrees. 56 Yes 13 No

g. Humidity levels of 35-40 degrees. 36 Yes 26 No

h. Air conditioning to cool to 75 degrees in summer. 57 Yes 13 No

i. Carpeted floors. 17 Yes 55 No 1 part

j. Furniture of same quality and attractiveness as other public areas. 60 Yes 11 No 1 part

k. Telephone: at least one. 72 Yes 1 No

l. In-house telephone connection from distantly located areas. 47 Yes 21 No

m. Computer conduits. 6 Yes 60 No

n. Passenger elevator (if more than one level). 37 Yes 13 No

o. Handicapped user building standards. 40 Yes 23 No

I. STATISTICS (optional question: If you do not now have these statistics compiled, you may omit this section.

1. Please estimate the number of linear feet of government documents in your collection? (one shelf+ = 3 feet)

1. ___8___ under 5,000 linear feet
___7___ 5,000-9,999
___12___ 10,000-14,999
___5___ 15,000-20,000 linear feet
___9___ over 20,000

2. What is the approximate number of linear feet of documents of all kinds added each year to your collections?

___2___ less than 200 linear feet
___8___ 200-399
___8___ 400-599
___8___ 600-799 linear feet
___7___ over 800

3. What is the total number ofsquare feet occupied by all parts of your Documents area? (User, work, storage of materials, etc.)

___4___ less than 5,000 sq. ft.
___5___ 5,000-9,000
___9___ 10-14,000
___5___ 15-19,000 sq. ft.
___2___ over 20,000

J. COMMENTS

Please use this space to comment on any unusual problem or features relative to space planning for documents collections which you have enountered as a government document librarian.

Many librarians responding to the survey, including those from recently built libraries, complained about the lack of shelf space for collections, work and reader space. There were comments on the problems of locations isolated from the library's Central Reference Department and other functional units with whom cooperation is important. At the same time space within the documents section may be badly laid out, subject to building constraints and failure of planners to recognize the dual role of document staff. Librarians must sometimes put up with lack of privacy. spread out collections, and facilities inferior to those in other public areas of the library.

In the words of one respondent "Documents Departments arn't planned; they just happen."

Thank you for your cooperation. You are invited to add personal comments on any part of this topic. Answers will be tabulated, however, it is not my intent to publish the names of the libraries responding to the questionnaire nor information which can be traced back to an individual institution.

Please return questionnaire before August 1, if possible, to:

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CJR:lam